



## EMERGENCY ORDER

IN AND FOR THE CITY OF SEQUIM, WASHINGTON

No. 2020-38

**Regarding authorizing City Manager to execute contract for IT Department Remote Work Order to purchase necessary equipment, to later be reimbursed by federal Coronavirus Aid, Relief, and Economic Security (CARES) Act funds.**

Policy/Budget ☒ (Council)

**City Clerk use only:** Presented to Council \_\_\_\_\_

Administrative (City Manager) ☐

On March 16, 2020, at a special meeting of the City Council of the City of Sequim, the City Council issued a Proclamation of Civil Emergency due to the novel coronavirus (COVID-19) outbreak that had been identified as a pandemic by the World Health Organization on March 11, 2020. The Proclamation was issued pursuant to Sequim Municipal Code 2.60, RCW 35A.38.010, and RCW 38.52.070(2) based on the public health threat posed by COVID-19, and is consistent with concurrent emergency declarations issued by the President of the United States and the Governor of the State of Washington.

Subsequent to Governor Inslee's issuance of "Stay Home Stay Healthy" and "Safe Start" Proclamations, Washington State and local governments like the City of Sequim have issued a series of orders and guidelines aimed at controlling the spread of the disease and establishing programs to ameliorate the pandemic's impact on the public.

One of the measures instituted by the City of Sequim to comply with social distancing and slow-the-spread orders and guidelines has been a work-from-home program. Employees who work remotely require suitable City equipment such as laptops, tablets, monitors, docks, and accessories. The City anticipates that this Remote Work equipment order will be reimbursed through federal CARES Act funding later in the year.

On September 17, 2020, the IT Department presented the Administrative Services Director with a Remote Work Order for 30 mobile computers and docking stations (including accessories and service agreements), 60 monitors and cables, and 6 firewall security devices to the total amount of \$79,897.05, which is above the City Manager's signing authority of \$70,000. To expedite this necessary purchase, the City Manager has signed off on the purchase order and now brings the matter before Council for ratification, since it involves a budget and policy issue.

### **NOW, THEREFORE, IT IS HEREBY DIRECTED AND ORDERED THAT:**

**Section 1. Authorizing City Manager to Sign for Remote Work Order in an amount above \$70,000:** City Manager Charles Bush is authorized to approve and sign the attached purchase order for remote worker equipment.



**Section 2. Presentation, Ratification, Termination.** Emergency Orders issued under the March 16, 2020 Proclamation of Civil Emergency will be filed with the Legal Department and presented by the City Clerk as soon as practicable to the City Council for ratification and confirmation, modification, or rejection, if applicable.

Rejected orders will be void after the Council vote rejecting them.

Until such time as Council acts, Emergency Orders will be considered in full force and effect.

**Section 3. Duration.** Unless modified, extended, or terminated by the Sequim City Council or Sequim City Manager as applicable, this Emergency Order is effective immediately and remains in effect until all applicable emergency orders and proclamations are terminated or expire.

SIGNED this 22nd day of September, 2020.

CITY OF SEQUIM

A handwritten signature in black ink, appearing to read 'Charles P. Bush', written over a horizontal line.

Charles P. Bush, City Manager

Approved as to form:

A handwritten signature in black ink, appearing to read 'Kristina Nelson-Gross', written over a horizontal line.

Kristina Nelson-Gross, City Attorney

Attest:

A handwritten signature in black ink, appearing to read 'Sara McMillon', written over a horizontal line.

Sara McMillon, City Clerk

*approved:*  
*Charles P. Bush*  
*9/17/20*

## QUOTE CONFIRMATION



DEAR ANTHONY MARTIN,

Thank you for considering CDW•G for your computing needs. The details of your quote are below. [Click here](#) to convert your quote to an order.

QUOTE #	QUOTE DATE	QUOTE REFERENCE	CUSTOMER #	GRAND TOTAL
LQJ2761	9/11/2020	CARES ORDER	9748103	\$79,897.05

QUOTE DETAILS				
ITEM	QTY	CDW#	UNIT PRICE	EXT. PRICE
<a href="#">Microsoft Surface Pro 7 - 12.3" - Core i5 1035G4 - 16 GB RAM - 256 GB SSD</a> Mfg. Part #: PVS-00001 UNSPSC: 43211509 Contract: National IPA Technology Solutions (2018011-01)	10	3788096	\$1,282.80	\$12,828.00
<a href="#">Microsoft Surface Pro Type Cover (M1225) - keyboard - with trackpad, accels</a> Mfg. Part #: PMN-00001 UNSPSC: 43211706 Contract: National IPA Technology Solutions (2018011-01)	10	4634736	\$106.96	\$1,069.60
<a href="#">Microsoft Surface Pen - stylus - Bluetooth 4.0 - platinum</a> Mfg. Part #: EYV-00009 UNSPSC: 43211709 Contract: Microsoft Computer Equipment & Hardware Washington (MNWNC-119 05815-008)	10	4637700	\$54.99	\$549.90
<a href="#">Microsoft Complete Accident Protection - extended service agreement - 3 yrs</a> Mfg. Part #: HP3-00002 UNSPSC: 81112307 Electronic distribution - NO MEDIA Contract: Microsoft Computer Equipment & Hardware Washington (MNWNC-119 05815-008)	10	3707091	\$284.05	\$2,840.50
<a href="#">Microsoft Surface Laptop 3 - 15" - Core i5 1035G7 - 16 GB RAM - 256 GB SSD</a> Mfg. Part #: VPN-00001 Contract: National IPA Technology Solutions (2018011-01)	20	5911457	\$1,500.00	\$30,000.00
<a href="#">Microsoft Complete for business - extended service agreement - 3 years</a> Mfg. Part #: HP3-00038 UNSPSC: 81112307 Contract: Microsoft Computer Equipment & Hardware Washington (MNWNC-119 05815-008)	20	1634808	\$284.05	\$5,681.00
<a href="#">Microsoft Surface Docking Station</a> Mfg. Part #: PF3-00005 UNSPSC: 43211602 Contract: National IPA Technology Solutions (2018011-01)	20	3852762	\$164.36	\$3,287.20
<a href="#">Samsung S24E450D - S2450 Series - LED monitor - Full HD (1920p) - 24"</a> Mfg. Part #: S24E450D	20	3740795	\$160.00	\$3,200.00

QUOTE DETAILS (CONT.)				
UNSPSC: 43211902 Contract: National IPA Technology Solutions (2018011-01)				
<a href="#">Cisco Meraki Z3 Cloud Managed Teleworker Gateway - wireless router - 802.11</a>	5	4829049	\$300.00	\$1,500.00
Mfg. Part#: Z3-HW UNSPSC: 43222609 Contract: National IPA Technology Solutions (2018011-01)				
<a href="#">Cisco Meraki Z3 Enterprise - subscription license (3 years) + 3 Years Enter</a>	5	4829810	\$185.00	\$925.00
Mfg. Part#: LIC-Z3-ENT-3YR UNSPSC: 43233204 Electronic distribution - NO MEDIA Contract: National IPA Technology Solutions (2018011-01)				
<a href="#">Cisco Meraki Z3C - wireless router - 802.11a/b/g/n/ac Wave 2 - desktop, wai</a>	1	5259515	\$600.00	\$600.00
Mfg. Part#: Z3C-HW-NA UNSPSC: 43222609 Contract: National IPA Technology Solutions (2018011-01)				
<a href="#">Cisco Meraki Enterprise - subscription license (3 years) + 3 Years Enterpri</a>	1	5260565	\$300.00	\$300.00
Mfg. Part#: LIC-Z3C-ENT-3YR UNSPSC: 43233204 Electronic distribution - NO MEDIA Contract: National IPA Technology Solutions (2018011-01)				
<a href="#">StarTech.com 6 ft Mini DisplayPort to DisplayPort 1.2 Cable - 4k - 6 ft</a>	20	1973897	\$10.17	\$203.40
Mfg. Part#: MDP2DPM6 UNSPSC: 26121604 Contract: National IPA Technology Solutions (2018011-01)				
<a href="#">Microsoft Surface Pen - stylus - Bluetooth 4.0 - platinum</a>	20	4637708	\$84.99	\$1,699.80
Mfg. Part#: EYV-00009 UNSPSC: 43211709 Contract: Microsoft Computer Equipment & Hardware Washington (MWNWC-119 05815-008)				
<a href="#">Microsoft Surface Docking Station</a>	10	3862762	\$164.36	\$1,643.60
Mfg. Part#: PF3-00005 UNSPSC: 43211602 Contract: National IPA Technology Solutions (2018011-01)				
<a href="#">Samsung S24E450D - S24E450 Series - LED monitor - Full HD (1080p) - 24"</a>	40	3740795	\$160.00	\$6,400.00
Mfg. Part#: S24E450D UNSPSC: 43211902 Contract: National IPA Technology Solutions (2018011-01)				
<a href="#">StarTech.com 6 ft Mini DisplayPort to DisplayPort 1.2 Cable - 4k - 6 ft</a>	40	1973897	\$10.17	\$406.80
Mfg. Part#: MDP2DPM6 UNSPSC: 26121604 Contract: National IPA Technology Solutions (2018011-01)				

PURCHASER BILLING INFO		SUBTOTAL	\$73,434.80
<b>Billing Address:</b> CITY OF SEQUIM ACCTS PAYABLE 152 W CEDAR ST SEQUIM, WA 98382-3317 Phone: (360) 683-4139 <b>Payment Terms:</b> NET 30-VERBAL		SHIPPING	\$0.00
		SALES TAX	\$6,462.25
		GRAND TOTAL	\$79,897.05





DELIVER TO	Please remit payments to:
<b>Shipping Address:</b> CITY OF SEQUIM IT DEPT 152 W CEDAR ST SEQUIM, WA 98382 <b>Shipping Method:</b> UPS Ground	CDW Government 75 Remittance Drive Suite 1515 Chicago, IL 60675-1515

Need Assistance? CDW•G SALES CONTACT INFORMATION			
	Danny Higgins	(877) 625-7671	dannhig@cdwg.com

LEASE OPTIONS			
FMV TOTAL	FMV LEASE OPTION	BO TOTAL	BO LEASE OPTION
\$73,434.80	\$1,968.79/Month	\$73,434.80	\$2,274.28/ Month

Monthly payment based on 36 month lease. Other terms and options are available. Contact your Account Manager for details. Payment quoted is subject to change.

Why finance?

- Lower Upfront Costs. Get the products you need without impacting cash flow. Preserve your working capital and existing credit line.
- Flexible Payment Terms. 100% financing with no money down, payment deferrals and payment schedules that match your company's business cycles.
- Predictable, Low Monthly Payments. Pay over time. Lease payments are fixed and can be tailored to your budget levels or revenue streams.
- Technology Refresh. Keep current technology with minimal financial impact or risk. Add-on or upgrade during the lease term and choose to return or purchase the equipment at end of lease.
- Bundle Costs. You can combine hardware, software, and services into a single transaction and pay for your software licenses over time! We know your challenges and understand the need for flexibility.

General Terms and Conditions:

This quote is not legally binding and is for discussion purposes only. The rates are estimate only and are based on a collection of industry data from numerous sources. All rates and financial quotes are subject to final review, approval, and documentation by our leasing partners. Payments above exclude all applicable taxes. Financing is subject to credit approval and review of final equipment and services configuration. Fair Market Value leases are structured with the assumption that the equipment has a residual value at the end of the lease term.

This quote is subject to CDW's Terms and Conditions of Sales and Service Projects at <http://www.cdw.com/content/terms-conditions/product-sales.aspx>  
 For more information, contact a CDW account manager

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